

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 127
JULY 13, 2011 – WORK SESSIONS**

**Public Works
Summary Minutes**

Work Session was held between the County Commissioners and Public Works on Wednesday, July 13, 2011, at 9:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: **Angie Homola, Chair**
 Helen Price Johnson, Member
 Kelly Emerson, Member

Staff: Pam Dill

Staff Present: Bill Oakes, Director, Connie Bowers, Steve Marx, Phil Cohen, Kerry Graves

Others Present: Elaine Marlow, Budget Director, Bob Pederson, Keith Higman, Tom Cahill, Chris Hilton, WCLT, Jeff Lauderdale, Rufus Rose

Record Part 1 @00:10

Public Works

Subject: Title VI Annual Report to WSDOT

Attachment: Policy Statement & Annual Report

Proposed Action: Title VI Annual Update Report, Non-Discrimination Agreement for jurisdictions with populations under 100,000.

Follow up: Okay with Board to move forward to Monday's agenda.

Subject: Whidbey Camano Land Trust Property Donations

Attachment: Memo dated 7/13/11 from Steve Marx to BICC

Proposed Action: WCLT has two properties they would like to donate to Island County Parks Department.

- Libbey Beach Tidelands – 1200 feet of adjoining tideland to the north of Libbey Beach Park.
- Kristoferson Creek – 7.4 acres of wetland, riparian and upland habitat on lower Kristoferson Creek (the only salmon bearing stream on Camano Island); adjoins to the south boundary of a 2.5 acre property owned by Island County. The property was purchased with CFF in 2007 with WCLT as the sponsor. WCLT will hold a conservation easement.

Commissioner Emerson expressed a number of concerns with the Kristoferson Creek donation.

Elaine Marlow noted that both the CFF's TAG and CAB recommended full funding of the Kristoferson Creek, Phase II application in 2007; however she was not sure the BOCC approved it.

Follow Up: Okay with Board to move forward with Libbey Beach tideland donation. Kristoferson Creek has been tabled while Bill Oakes looks into future maintenance costs and Elaine Marlow researches CFF funding.

Subject: Golf Cart Ordinance – (continues from 6/15/11)

Attachment: none

Proposed Action: The Board continued their review of the proposed ordinance. Board members expressed safety concerns. Bill Oakes will work with Dave Jamieson to determine if a 2 year review is feasible.

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Follow up: Bring back to a future work session.

Subject: Clean Water Utility – Implementation Plan

Attachment: yes

Proposed Action: Bill Oakes provided background on the technical problems that occurred in the development of the billing process for the CWU. Those problems have been resolved and they are close to being ready to transit the information to Central Services and the Treasurer to develop a billing for the first year. The Board's action in enacting the CWU removed the \$62.00 fee for the on-site program. Public Health pooling is paying for the water quality and on-site programs absent revenue for the first 6 months of 2011.

The following options were discussed:

- Assess the CWU fee of \$24.44 during the last half of 2011 as a separate billing.
 - Delay the CWU billing by 6 months and implement the \$39.13 fee in 2012 during the regular billing cycle.
- (Both scenarios would delay the capital projects)*

Commissioner Emerson noted that she was not in favor of the CWU and would rather find another way to fund the program.

Commissioner Homola requested Bill Oakes speak with the Treasurer and Assessor to determine the feasibility of assessing a CWU billing in 2011 and report back to the Board.

A majority of the Board authorized an interfund loan to cover the cost of the ongoing programs as well as the hiring of the hydrogeologist and critical areas planner positions.

Follow Up: Elaine Marlow will work with Bill Oakes to determine a source for the interfund loan and prepare a resolution authorizing the loan and payback schedule.

**Facilities Department
Summary Minutes**

Work Session was held between the County Commissioners and Facilities Department on Wednesday, July 13, 2011, at 10:35 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Angie Homola, Chair
Helen Price Johnson, Member
Kelly Emerson, Member

Staff: Pam Dill

Staff Present: Dan Sherk, Facilities Director, De Dennis, Sheriff Brown

Others Present: Elaine Marlow, Budget Director, Jeff Lauderdale, Rufus Rose

Record Part 1@01:37:16

Add-on

Subject: Jail meat slicer

Attachment: none

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Information: The meat slicer in the Jail was damaged and De Dennis is looking into a new or used commercial meat slicer to replace it.

Subject: Island County Sheriff Office Precincts – HVAC

Attachments: none

Information: Purchase of a hot gas bypass device to lower the temperature below the manufactures recommendation without harming the HVAC system; Amount: \$2,490.00 installed. Dan will work with Sheriff Brown on which precinct to install the device.

Follow up: Okay with Board.

Subject: Administration Building – Stucco project

Attachments: none

Information: Currently in contract review.

Add-on

Subject: Water leak

Attachments: none

Information: Turning the water off to the Annex building on Friday, July 15, 2011 for approximately 4 hours to repair a leaking water line.

Subject: Use of facilities resources to make changes in the Assessor's office

Attachments: none

Information: Will discuss at the next roundtable.

**Island County Auditor
Summary Minutes**

Work Session was held between the County Commissioners and the Auditor on Wednesday, July 13, 2011, at 10:55 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: **Angie Homola, Chair**
 Helen Price Johnson, Member
 Kelly Emerson, Member

Staff: Pam Dill

Present: Sheilah Crider, Auditor, Anne LaCour

Others Present: Elaine Marlow, Budget Director, Bob Pederson

Record Part 1 @01:56:40

Subject: Pre-audited bills & vouchers

Attachments: yes

Proposed Action: The Commissioners unanimously approved the following as shown on the Expenditure Approval Sheet dated July 13, 2011:

- Fair payroll & vouchers \$7010.12
- Elections – Primary – Ballot Postage \$3739.28
- EFT – Fair Federal Tax Payment \$1329.08

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 130
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Subject: Redistricting

Attachment: yes

Information: Sheilah Crider provided the Board with an ongoing update of the redistricting process.

**WSU / Extension Services
Summary Minutes**

Work Session was held between the County Commissioners and WSU/Extension on Wednesday, July 13, 2011, at 11:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: **Angie Homola, Chair**
 Helen Price Johnson, Member
 Kelly Emerson, Member

Staff: Pam Dill

Staff Present: **Tim Lawrence, Director, Lynette Goodell**

Others Present: Elaine Marlow, Budget Director, Rufus Rose, Jeff Lauderdale

Record Part 1 @02:03:37

Add-on

Subject: Northwest Straits Project: Marine Resources Committee Administration

Attachments: yes

Proposed Action: Grant Agreement No. G1200011 between the Washington State Department of Ecology and Island County to fund administration for the Island County Marine Resources Committee; Amount: \$27,500.00.

Follow up: Okay to move to a Monday agenda subject to Prosecuting Attorney's changes being approved by the Department of Ecology.

Subject: Shore Stewards Program – Coordinator Position funding status

Attachments: none

Proposed Action: Reduction in hours from .8 to .7 for Scott Chase, Shore Stewards Program Coordinator.

Subject: Noxious Weed Control

Attachments: none

Proposed Action: Currently negotiating the rate of compensation for the new Spartina Contract that will go before the Noxious Weed Control Board for approval. Alternatively, Tim will suggest to the Noxious Weed Control Board that the services be done in house by the Noxious Weed Board Coordinator, Thane Tupper. The Noxious Weed Control Board will make their recommendation to the BOCC.

Follow up: The Noxious Weed Control Board will provide their recommendation to the BOCC.

Subject: WSAC/Extension Restructuring and Refinement Taskforce

Attachments: yes

Proposed Action: Submission of the Report from the Task Force jointly appointed by WSAC and WSU to address the question of budget reduction expectations while continuing to provide adequate and equitably distributed resource of WSU Extension for implementations in 2012.

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 131
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Subject: USDA Integrated Research, Education and Extension Competitive Grants Program

Attachments: yes

Proposed Action: Letter of support from BOCC for a \$600,000.00 grant WSU is applying for to augment the Town of Coupeville evaluation of Municipal Wastewater reuse to promote Agricultural and Aquaculture sustainability in an Urban/Rural Watershed.

Follow up: Okay with Board to authorize Chair to sign letter of support.

**General Services Administration
Summary Minutes**

Work Session was held between the County Commissioners and General Services Administration on Wednesday, July 13, 2011, at 11:25 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Angie Homola, Chair
Helen Price Johnson, Member
Kelly Emerson, Member

Staff: Pam Dill

Staff Present: Betty Kemp, Director

Others Present: Elaine Marlow, Budget Director, Carol Barnes, Animal Control, Greg Banks, Sheriff Brown, Rufus Rose, Jeff Lauderdale

Record Part 1 @02:22:35

Subject: Changes to Island County Code 6.08 (cont. from 6/15/11 work session)

Attachment: yes

Proposed Action: Authorization to move forward with recommended changes to the code to decriminalize offenses related to dog licensing and control.

Follow Up: Okay with Board to set date for public hearing on July 25, 2011.

**Health Department
Summary Minutes**

Work Session was held between the County Commissioners and the Health Department on Wednesday, July 13, 2011, at 1:00 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Angie Homola, Chair
Helen Price Johnson, Member
Kelly Emerson, Member

Staff: Pam Dill

Staff Present: Keith Higman, Director, Kerry Graves

Others Present: Elaine Marlow, Budget Director, Rufus Rose, Jeff Lauderdale

Record Part 2 @00:05

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 132
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Add-on

Subject: Ala Spit project

Attachment: none

Proposed Action: The Board was briefed at their July 6, 2011 work session on the schedule for the Ala Spit restoration project. RCW 39.04.020 requires the BOCC to approve the plans, specifications and cost estimates prior to going out to the competitive bidding process.

Follow up: Okay with Board to move forward with competitive bidding process.

Subject: Personnel staffing

Attachment: none

Discussion:

- Reviewing and setting up interviews for Environmental Health Director.
- Two vacancies in the Resource Enhancement Program (Water Quality) – will be working with Melanie to revise the job description - Working with WSU Beach Watchers to support vegetation monitoring activity.
- Accounting Supervisor position – closes on Monday, July 18, 2011.

Subject: Quality improvement

Attachment: yes

Information: Keith Higman discussed the concept of quality improvement as it relates to public health programming. Every county that receives Local Capacity Development Funds from the state is required to develop a Quality Improvement Plan and submit it to the Department of Health by September 30, 2011. The Health Department has put together a Quality Improvement Council and is in the process of developing a Quality Improvement Plan.

**Planning & Community Development
Summary Minutes**

Work Session was held between the County Commissioners and the Planning Department on Wednesday, July 13, 2011, at 1:34 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Angie Homola, Chair **Staff:** Pam Dill
 Helen Price Johnson, Member
 Kelly Emerson, Member

Staff Present: Bob Pederson, Director, Paula Bradshaw

Others Present: Elaine Marlow, Budget Director, Keith Higman

Record Part 2@32:07

Subject: Permit Tracking System

Attachments: none

Proposed Action: Approval to move forward with an additional statement of work for Paladin Data Systems to finish the data migration for the Permit Tracking Systems for the three departments using the system.

Follow up: Okay with Board.

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Human Resources
Summary Minutes

Work Session was held between the County Commissioners and Human Resources on Wednesday, July 13, 2011, at 2:45 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Angie Homola, Chair
Helen Price Johnson, Member
Kelly Emerson, Member

Staff: Pam Dill

Staff Present: Melanie Bacon, Human Resource Director

Others Present: Elaine Marlow, Budget Director, Keith Higman, Bob Pederson

Record Part 2@42:00

Subject: PAA's

Attachment: none

Proposed Action:

Central Services

- Network Administrator – new position

Public Works

- Laborer – Camano Road Shop - replacement position

Health Department

- Decrease Jessica Minder's position from 1.0 to a .6 position, effective 8/1/11

WSU

- Decrease Scott Chase's hours from .8 to .7

Planning

- Critical Area planner
- Request to expedite Code Enforcement Planning advertisement
Commissioner Price Johnson moved to expedite the PAA for a Code Enforcement Officer. The motion was seconded by Commissioner Homola and carried unanimously.

Follow up: Okay with Board.

Subject: Clarification of intent: Whidbey Examiner and job postings

Attachment: none

Discussion: The Board discussed the posting of job announcements in the official County newspaper and other local newspapers. It was suggested that Melanie look into the cost of a small advertisement that indicates Island County has jobs available and provides a link to the HR website.

BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 134
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Subject: Resolution for revision of the Performance Appraisal and Pay Plan policies

Attachment: yes

Proposed Action: The Board reviewed the Performance Appraisal Policy revisions and comments provided by Greg Banks.

Follow up: Melanie will incorporate the changes provided by the Board and move the resolution forward for legal review and signature by Elected Officials. (Review of the revisions to the Pay Plan policies was postponed.)

Subject: Resolution for revision of the Vacation Leave policy

Attachment: none

Proposed Action: Postponed.

Follow up:

Subject: Revised Job Description: Administrative Services Director

Attachment: none

Proposed Action: Postponed.

Follow up:

Budget Director
Summary Minutes

Work Session was held between the County Commissioners and the Budget Director on Wednesday, July 11, 2011, at 1:40 and 2:30 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: **Angie Homola, Chair**
 Helen Price Johnson, Member
 Kelly Emerson, Member

Staff: Pam Dill

Staff Present: **Elaine Marlow, Budget Director**

Record Part 2@38:45 &01:34:55

Subject: Work Session agenda discussion

Attachments: yes

Discussion: Elaine discussed with the Board ideas to help streamline the work session process. A new schedule has been developed with the goal to end work sessions before 3:00 p.m. whenever possible. The Board agreed to change the start time of the 2nd Wednesday work session from 10:00 a.m. to 9:00 a.m.

Follow up: Continue discussion to a future roundtable.

Record Part 2@01:30:40

Subject: Public Records request policy

Attachments: none

Proposed Action: Elaine will look at the County's current procedures, as well as other jurisdictions public records request policies, and provide the Board with a draft policy at a future work session.

Record Part 2@01:50:20

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 135
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Subject: 2012 OCVA Victim-Witness Assistance Grant

Attachments: yes

Proposed Action: Grant to Island County Prosecutor's Office through the Office of Crime Victims Advocacy Community Services and Housing Division to provide funding that supports Victim/Witness Assistance program activities; Grant Period: July 1, 2011 – June 30, 2012; Amount: \$40,000.00.

Follow-up: Okay with Board to move forward to Monday's agenda.

Commissioners Agenda
Summary Minutes

The County Commissioners met during Work Session on Wednesday, June 13, 2011 at 3:00 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: **Angie Homola, Chair** **Staff: Pam Dill**
 Helen Price Johnson, Member
 Kelly Emerson, Member

Others Present: Elaine Marlow, Budget Director, Keith Higman, Health Director, Chris Leurkens, Health Department, Rufus Rose, Jeff Lauderdale

Via teleconference - Morgan Schneider, Puget Sound Partnership, Mayor Nancy Conard, Terry Williams, Tulalips Tribes

Record Part 2@02:00

Subject: Puget Sound Partnership (PSP) Local Implementing Organization (LIO) discussion

Attachments: yes

Proposed Action:

- Discussion and identification of Island LIO fiscal agent.

Commissioner Price Johnson moved to designate Island County as the fiscal agent for the Island LIO. The motion was seconded by Mayor Nancy Conard and carried unanimously.

Commissioner Homola will act as the interim chair of the LIO Executive Committee until there can be a more formal process to appoint a chair. As acting chair Commissioner Homola will sign off on a letter to PSP designating Island County as the fiscal agent.

Island County will work closely with PSP and the LIO to develop a work plan.

- Policy Development Committee proposal discussion

Morgan Schneider provided background information on the discussion that occurred on June 30, 2011 regarding the number of seats on the committee. To help clarify the role of the committee there was interest in renaming it to a "technical advisory group" instead of policy development. Members of the group may need to shift depending on the subject matter being discussed.

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- Action Agenda update and process

The Action Agenda update may warrant an interim/initial committee, to help further refine committee membership, facilitate communication with stakeholders and to better connect to the watershed groups. PSP will pull together an interim committee/working group during the week of July 25-29 to better outline an action agenda update process. Morgan will contact those entities identified in the current committee member proposal to get contract information for their representative.

Commissioner Price Johnson moved to delegate the interim facilitation of the action agenda update schedule/process to the Health Director until the grant funding is available to fund that position. The motion was seconded by Commissioner Homola and carried unanimously.

Mayor Conard moved to approve the initial composition of the Technical Advisory Committee, as provided by Morgan Schneider, with the change that the executive committee will appoint a private business representative at a later date. The motion was seconded by Commissioner Price Johnson and carried unanimously.

Follow up: Island LIO Executive Committee meeting August 24 during the Council of Governments meeting.

BOARD OF COUNTY COMMISSIONERS
ISLAND COUNTY, WASHINGTON

Angie Homola, Chair

Helen Price Johnson, Member

Kelly Emerson, Member

ATTEST:

Elaine Marlow, Clerk of the Board